

15 February 1956

MEMORANDUM FOR: Chief, Management Staff
FROM : Chief, O&M Staff (DD/P Area)
SUBJECT : DD/P Area Weekly Report for Period 9 February 1956
Through 15 February 1956

1. T/O Proposals Processed: The [redacted] position was processed and submitted to the DD/S. One (1) proposal involving one (1) position action was processed and approved this week. 25X1A8a
2. T/O Proposals in Process: A total of eight (8) T/O proposals are in process. Three of these represent major DD/P elements (WH, KE, and FPO), the remaining six represent lesser action.
3. Study of Staff Employee and Staff Agent Procedures and Policies: Two FR flow charts (of a conversion action from staff employer to staff agent and a reassignment action of a staff employee from vouchered to unvouchered funds) are being finalized. Two Commo charts for staff agent and staff employer processing are being placed in graphic form. An individual case has been selected for a management monitored test.
4. MS Project 6-7 "Study of Possible Merger of the Cable Secretariat and the Signal Center": No further development. This study has been completed with the exception of concurrences. Decision by the Director of Communications is being held in abeyance pending leveling of workload.
5. Manpower Control System: The Commo installation is awaiting the review for reslotting all employees on the new Staffing Pattern.
6. MS Project 6-19 "Study of OTR Clerical Training": No progress reported during this period. Work on this project is suspended until projects of higher priority have been completed.
7. MS Project 6-17 "Nomenclature and Personnel Reporting, DD/P Area": This project was revised and resubmitted to the DD/S on 14 February 1956.
8. MS Project 6-18 "Study of Delays in Pouch Service": A summary of transit times to and from RI Division on 16 selected cities has been compiled. A record of outgoing transit times for Diplomatic Pouches for December 1955 has been obtained. A list of overseas installations

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serviced by the Armed Forces Courier Service has been compiled. An interim report on this project is being prepared and will be finalized as soon as liaison is effected with the Armed Forces Courier Service.

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9. Mr. [REDACTED], in addition to his other duties, assisted in producing a son during this reporting period.

[REDACTED]
Chief, O&M Staff, ID/P Area

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